



State of Arizona
Department of Education

Jaime A. Molera

Superintendent of
Public Instruction

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To: Administrators, National School Lunch, School Breakfast and Special Milk Programs

From: Rick Hall, MS, RD
Program Director
National School Lunch and Breakfast Programs

Subject: CNP Web Claim File Upload

The new CNP Web application has been developed with a claim upload feature that will allow program participants with multiple sites the ability to submit all claims through electronic means. The use of the claim upload will eliminate the necessity to create and submit claims individually for each site.

The file specification and schema are available on the Arizona Department of Education web site. If your organization is interested in using the claim upload interface, the file specification and schema provided are the only acceptable format. It is your organizations responsibility to contact your MIS department or point of service vendor and incur the cost of creating the upload file.

The file specification and sample files for this bulk file upload can be downloaded from the following web site:
<http://www.ade.az.gov/health-safety/documents/>

On this page is a document called, "[AZ CNP Claim Upload File Specification](#)". This document details the spec for the National School Lunch Program claims upload.

The XML files are sample files that are intended to assist Independent Software Vendors (ISVs) and/or school district MIS staff in developing an extraction utility to interface with their existing NSLP software.

The XML Schema Document (XSD) is located at: <http://www.ade.az.gov/schemas/>

By the end of June 2002, another document will be created and published on the web site that will define the submission process for organizations using the claim upload interface.

If your organization has multiple sites, but only part of them have the ability to use the file upload interface, this feature may be used in conjunction with those sites that must be entered manually.

Child Nutrition Programs has created a list of Frequently Asked Questions (FAQ). A copy of the FAQ has been included with this memorandum and can also be found on the Department of Education, Student Health and Safety website.

If you have any further questions, please feel free to contact Carol Foxhoven at 602-542-8724 or your assigned Child Nutrition Programs specialist at 602-542-8700.

**CNP Web
Frequently Asked Questions
June 7, 2002**

Background

Q. Is CNP Web the same as the Food Distribution system?

- A. At this time, CNP Web and Food Distribution (CNP2000) are two completely separate systems.

Important Dates

Q. Will the CNP Web be available before July 1, 2002?

- A. CNP Web is currently being tested and will not be available in production until July 1, 2002.

Getting Access to CNP Web

Q. What is ADE Common Logon?

- A. ADE Common Logon is Arizona Department of Education's security system for controlling access to all of the Department's online programs. To use any program, the user goes to a single web page showing all the programs available to that individual user. The user enters a single password to gain access to all those programs, including CNP Web.

Q. How do I get access to ADE Common Logon?

- A. The Entity Administrator for your sponsoring organization has authority to request new user accounts in ADE Common Logon, Request Logins application. Ask the Entity Administrator to request a user account for you.

Q. Who is my Entity Administrator?

- A. Contact your Child Nutrition Programs specialist to find out the name of your Entity Administrator. The Child Nutrition Programs staff will determine if your sponsoring organization already has an Entity Administrator, and will assign one if necessary. If there is an Entity Administrator, the staff member will provide you with the Entity Administrator's name.

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Q. What if my sponsoring organization does not have an Entity Administrator assigned?

- A. If the sponsoring organization does not have an assigned Entity Administrator, the Designated Official from your approved 2001-2004 Food Service Agreement will be assigned as described in the previous question.

Applications and Forms

Q. What forms need to be submitted to the Arizona Department of Education (ADE)?

After you have submitted the online site applications and then the sponsor application to ADE, click the View Checklist link on the application index page. The checklist identifies all of the hard copy forms that are required by ADE. Some of the forms in the list are available from the Child Nutrition Web site.

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Q. Since ADE is not sending out renewal packets, how can I get copies of the Notification Letter, the Parent Letter for Free and Reduced-Price Meals, and the Application for Free and Reduced-Price Meals?

- A. These and other forms can be downloaded from the Child Nutrition Programs Web site.

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Q. Do I need to submit a Food Service Agreement this year?

- A. The Food Service Agreement that was submitted to ADE at the beginning of school year 2002 is a four-year agreement and is effective through SY2003-2004. You do not have to submit another agreement unless you are participating in different programs next year.

Q. Do I have to submit a new application this year, if the Food Service Agreement is good through SY2003-2004?

- A. Yes, the online sponsor application must be submitted to ADE every year.

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Q. Will I have to complete the entire application every year?

- A. While you do need to submit an application each year, you only have to enter changes since the previous year. Each spring, every sponsor's application data will be rolled over to the new year, ready for you to update and submit. During the school year you are required to keep information in the CNP Web system current by submitting application updates as necessary.

Q. My district has multiple sites and the children from these sites are served meals in one cafeteria site. Do I have to submit a site application for each site, or just for the one serving the meals?

- A. It is only necessary to submit a site application for the site serving meals or conducting the point of service for the meal. (For example, if elementary, and junior high school students go into the high school cafeteria for their meals, you only need to submit a site application for the high school.)

Q. What is the deadline for submitting my application?

- A. There is no set date for submitting your application, however, you must have an approved application in the system before you can submit reimbursement claims. It is recommended that you submit your application by July 15th to allow time for processing your application.

Q. Can I wait until August to submit my application and still submit a July claim?

- A. No. If you intend to claim for the month of July, you must have a submitted and approved application in CNP Web before August 1, 2002.

Q. How long will it take an application to be approved?

- A. Our goal is to have each application approved within two weeks after it has been submitted to ADE for approval. **Important:** Approval is dependent upon ADE receiving all of the necessary hard copy forms.

Claims

Q. Will faxed claims be accepted?

- A. ADE will no longer accept faxed claims.

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Q. Will there be a claim upload interface available?

- A. The CNP Web system will accept upload files for all site-level claim data. The required file format can be downloaded from the Arizona Department of Education Web site. This is the only format that will be accepted by CNP Web and it is the responsibility of the School Food Authority to create the file.

The file format can be located at <http://www.ade.az.gov/health-safety/documents>

Q. Part of my district's sites use a point of service software to track meal counts, but other sites use a manual process for tracking meals. Can my district still use the claim upload interface?

- A. Yes, the claim upload can be used in conjunction with sites that must be entered manually. The procedures for submitting claims using the upload interface will be published on the web at the beginning of SY 2002-2003.

Q. What if I cannot submit my claim because my Internet access is down?

- A. Submit the claim online as soon as you regain access to the Internet. If you cannot submit your claim by the end of the month, contact Child Nutrition Programs.

Q. What is the deadline for claim submission?

- A. The deadline for claim submission is still the 10th of the month following the claim month. Submitting your claim by the 10th guarantees that it will be processed for payment by the end of the same month.